

VERY SHORT OVERVIEW

THE BULLET JOURNAL METHOD
By Ryder Carroll

The book in 30 seconds

ONE SENTENCE PRESENTATION:

The Bullet Journal method aims to help us become mindful about how we spend our two most valuable resources in life: our time and our energy.

CORE IDEA:

*A profound organizational method that
helps you arrange your ideas and life.*

KEY LESSONS:

1. DECLUTTERING YOUR MIND

Writing down your priorities, or writing in general, on a piece of paper, help us see what needs to be done and also allow us to free our minds from the things that worry us.

2. ORGANIZATION CAN BE DISTRACTING

You can spend hours crafting the perfect plan, the ultimate to-do list. To discard draft after draft till you've got the lines perfectly aligned. But that's not what's important. The essential thing is doing, not planning.

3. BULLET JOURNALING KEY CONCEPTS

3.1. INDEX:

This is how your journal begins. By adding topics and page numbers inside the Index you can later find what you're looking for faster.

3.2. FUTURE LOG:

*A collection of your future tasks. Usually,
it's 4 pages and each page stores your brief
tasks, future events, for 3 months.*

3.3. MONTHLY LOG:

Provides an overview of the tasks for the current month.

3.4. DAILY LOG:

The diary-like section of the journal. The daily log is a short form description of your days.

3.5. RAPID LOGGING:

Instead of going overboard with your explanation about how your day went, you can just use short-form notation. The book suggests using “dash” for notes; “circle” for events; “dot” for tasks.

3.6. MIGRATION:

Filter the tasks that are obsolete or no longer relevant. Your Future log holds your forthcoming tasks but things change over time. If something it's obsolete, simply don't migrate it.

4. MENTAL INVENTORY

On a piece of paper, list these 3 things: 1) All the things you're currently working on; 2) The things you should be working on; 3) The things you want to be working on. Now, find a way to spend more time doing the things in section 3.

5. PUT HARD THINGS FIRST

If some tasks seem boring to you, or they are hard to be achieved, but they have to be done, put them first on your to-do list.

ACTIONABLE BOOK NOTES:

Sprints and Tasks: A goal can be composed of a lot of things. To make things simple, and keep the momentum going, it's best to break them down into smaller self-contained Sprints and Tasks.

The 5, 4, 3, 2, 1 Exercise: Divide a spread into five rows. The first cell will store the goals you want to accomplish in 5 years; Next one will be for what needs to be achieved in 4 months; Later, add your goals for the next 3 weeks; What have to be done by 2 days; The last cells is for the goals you intend to accomplish in the next 1 hour.

The Deming Cycle: A four-stage framework for continual improvement: “Plan > Do > Check > Act.” The break down: Plan: Recognize an opportunity and plan; Do: Put the plan into action; Check: Analyze the results; Act: Act on what you’ve learned. Repeat.

NOTABLE QUOTES:

“Inevitably we find ourselves tackling too many things at the same time, spreading our focus so thin that nothing gets the attention it deserves. This is commonly referred to as “being busy.” Being busy, however, is not the same thing as being productive.” Ryder Carrol

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